

# Help Sheet

## Adding a New Provider to a Visit

- KCC policies and procedures for educational visits and activities require that any Providers of 'adventurous' activities and 'residential' accommodation are 'vetted' to meet KCC standards and requirements. KCC is unable to provide LA Approval for visits using un-vetted Providers of adventurous activities or residential accommodation.
- A Provider is defined as a company, group or individual who 'provides' a service to your establishment e.g. delivering an adventurous activity such as archery or sailing tuition, or supplies residential accommodation such as a hotel or campsite.
- The Outdoor Education Unit 'vets' Providers to establish if they meet KCC standards and requirements on behalf of schools, the youth service and other alternative educational provision. Further information on the vetting of Providers can be found here - [www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor\\_Education/About\\_Us/LA\\_Vetting\\_0907.doc](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/About_Us/LA_Vetting_0907.doc)
- A database of the currently vetted Providers is available on e-Go. This can be searched using the "Providers" search function in the main toolbar, by keyword (location, activity, name, etc).
- If you cannot find a currently vetted Provider to meet your groups needs, new Providers can be vetted by the Outdoor Education Unit. This process requires 12 weeks notice, before the visit is due for submission, to ensure the process is completed in good time before the visit.
- We recommend that no bookings that include non-refundable deposits are made with un-vetted Providers. The Outdoor Education Unit cannot guarantee that a Provider will meet KCC standards and requirements.

### Adding a new Provider to be vetted –

- 1) Commence the process of creating a new visit and a new Provider at least 12 weeks before the visits departure by clicking on the red "New Visit" button in the main "My e-GO" homepage.
- 2) Follow the visit creation process. When you arrive at the screen below click on the orange "Click here to add a new provider to the KCC database" button.



The screenshot shows the 'Create a Visit' page in the e-go system. At the top left is the Kent County Council logo and the e-go logo. Below it is the text 'Educational Visits Notification and Approval System'. The main heading is 'Create a Visit'. There are navigation buttons: '< previous' on the left and 'next >' on the right, with a 'cancel' button above 'next >'. Below the heading is a section titled 'Providers' with the text: 'Please indicate your accommodation and activity providers. Further guidance on what constitutes a provider can be found by clicking [here](#). If participants are staying with host families leave this section blank and refer to [this document](#). Checklists 7.1.1 and 7.1.2 must be attached to the visit.' Below this is a search bar with a dropdown menu for 'Selected Items' and a search input field with a 'go' button. A keyboard layout is visible above the search bar. At the bottom of the page, there is a yellow button that says 'Click here to add a new provider to the KCC database'. Two callout boxes provide instructions: a green box with a black border points to the yellow button, and a yellow box with a red border points to the 'New Visit' button (not visible in this screenshot but mentioned in the text).

**To get to this screen, click on "New Visit" button and work through the process.**

**Click on the "Click here to add a new provider to the KCC database" button and enter the new Provider details.**

Click here to add a new provider to the KCC database

3) Once you have clicked on the **“Click here to add a new provider to the KCC database”** button, insert the details of your provider in the required fields and click **“next”**. Click on **“Return to previous process”**, which will take you back to the Providers page.

cancel

< previous next >

**Providers**  
Please indicate your accommodation and activity providers. Further guidance on what constitutes a provider can be found by clicking [here](#).

If participants are staying with host families leave this section blank and refer to [this document](#). Checklists 7.1.1 and 7.1.2 must be attached to the visit.

Selected Items

Available Items

Search Test go

<input type="checkbox"/>	CCF(RAF) Area Training, Evaluation & Support Teams (TEST) London & South East Region ATC HQ RAF Northolt Ruislip HA4 6NG
<input type="checkbox"/>	new test 200810 1
<input type="checkbox"/>	Test new
<input checked="" type="checkbox"/>	test New Provider
<input type="checkbox"/>	test provider sd

Click here to add a new provider to the KCC database

**Search for your provider, tick the box then click “next”.**

4) The next step is to use the Search function to search for your newly created provider. Then link them to the visit by ticking the box and clicking **“next”**.

5) Continue through the visit creation process. At the end you will see a page of text that should inform you that you visit has been put **“on hold”** with **“OED Unit”** whilst the vetting process is carried out.

6) If we successfully vet your Provider we will set the visit to **“pre-checked”** to allow you to complete the form and submit it for LA approval. You will be informed by an automated email to look at section 2 of the visit to check its status.

7) If we can not successfully vet your provider, we will not be in a position to provide LA approval for your visit. We will inform you of the situation.

8) While the visit is on hold, you can continue add details to the form, but you will not be able to pass the form to anyone else.